Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

DATE 9 August 1972

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. NO.
H428-010C	Condition: Add a language record (Position 'active' file) DESCRIPTION: Add a language record to a position on the position 'active' file. RECID: M TYPE ACTION: A REF MENU H428-004M PROJECTS AFFECTED: STAFFING REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES- H428-002E Position Number Requirement ID Number Language Code EDIT ERROR YES- H428-001E Number Required / And/Or } mutually exclusive Reading Proficiency Speaking Proficiency Understanding Proficiency OPTIONAL DATA ITEMS: EDIT ERROR YES-	

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2 DATE 9 August 1972

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. No.
H428-010C	Condition: Add a Position language record (Position Active File) PROCESSING LOGIC:	
	A. Validate that Position Number record exists on the position 'active' file and Suspense Date is not set.	H428-007E
	B. Validate that Requirement ID Number is not duplicated on the same positionw	H428-008E
	C. Validate 'Language Code' on standard MCS dictionary and retrieve associated language text.	H428-001E
	D. 'Number Required and 'And/Or' are mutually exclusive; one must appear, but both may not be present.	H428-005E
	E. Validate each Language Proficiency (Reading, Speaking and Understanding) on the standard MCS Language Proficiency Dictionary; NOTE that up to 2 proficiencies may be null - coded as '-' dash).	H428-001E
	F. If good update: 1. Move 'N' to Language Required Flag on position 2. Generate 'Position Language Type' equal to 'S' 3. Add language record to associated position on position 'active' file	
	G. Record all actions taken on update "trace" report.	

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

6/24/98

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

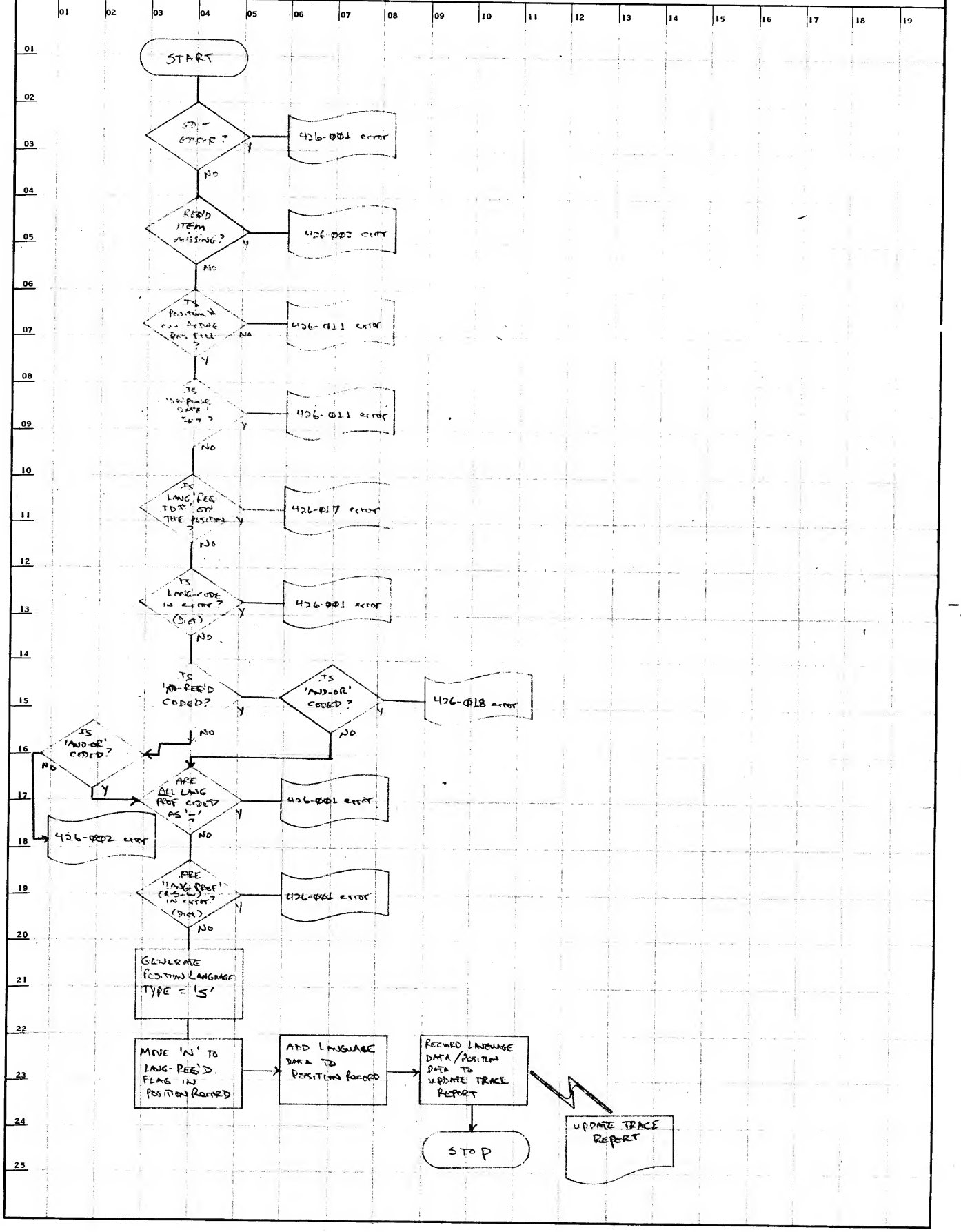
Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

IBM DIAGRAMMING AND CHARTING WORKSHEET

H4280/0C

Application STAFFING Date 9.1.7' Page 1 of 1

Procedure CONDITION H4280/0C 'ADD A LANGUAGE RECORD - TO A POSITION' Drawn By Nick S.



Fold under at dotted line.

Fold under at dotted line.

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

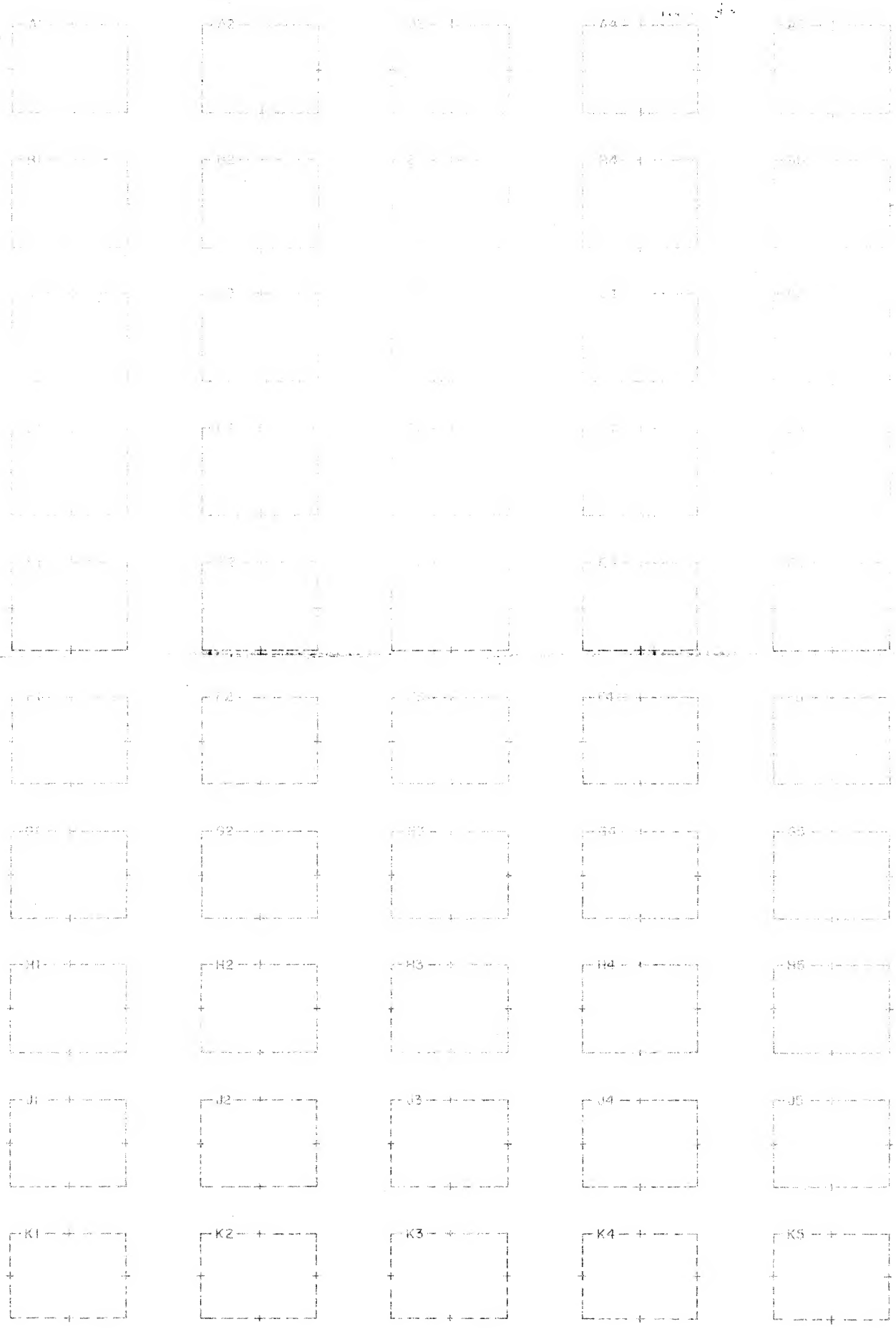
Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Flowcharting Worksheet

Reprinted 12/69

Programmer: _____ Program No.: _____ Date: _____ Page: _____

Chart ID: _____ Chart Name: _____ Program Name: _____



Fold under at dotted line.

Fold under at dotted line.

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

DATE 9 August 72

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. NO.
H428-011C	Condition: Change a language record (position 'active' file) DESCRIPTION: Change a language record associated with a position on the position 'active' file. RECID: M TYPE ACTION: C REF MENU H428-005M PROJECTS AFFECTED: STAFFING REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES- Position Number Requirement ID number EDIT ERROR YES- OPTIONAL DATA ITEMS: EDIT ERROR YES- Language Code Number Required / And/Or } mutually exclusive Reading Proficiency Speaking Proficiency Understanding Proficiency If none of the optional items are coded	H428-002E H428-001E H428-001E H428-002E

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2 DATE 9 August 1972

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. No.
	Condition: Change a Position language record (position 'active' file)	
	PROCESSING LOGIC:	
H428-011C	A. Validate that Position Number record exists on the position 'active' file and Suspense Date is not set.	H428-007E
	B. Validate that Requirement ID Number exists on the associated position record.	H428-009E
	C. Validate Language Code on standard MCS dictionary and retrieve associated language text.	H428-001E
	D. "Number Required" and "And/Or" are mutually exclusive; one must appear, but both may not be present.	H428-005E
	E. Validate each Language Proficiency (Reading, Speaking, and Understanding) on the standard MCS language Proficiency Dictionary; note only 2 proficiencies may be coded null -- '-' dash.	H428-001E
	F. If good update make required changes on language record.	
	G. Record all actions taken on update "trace" report.	

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

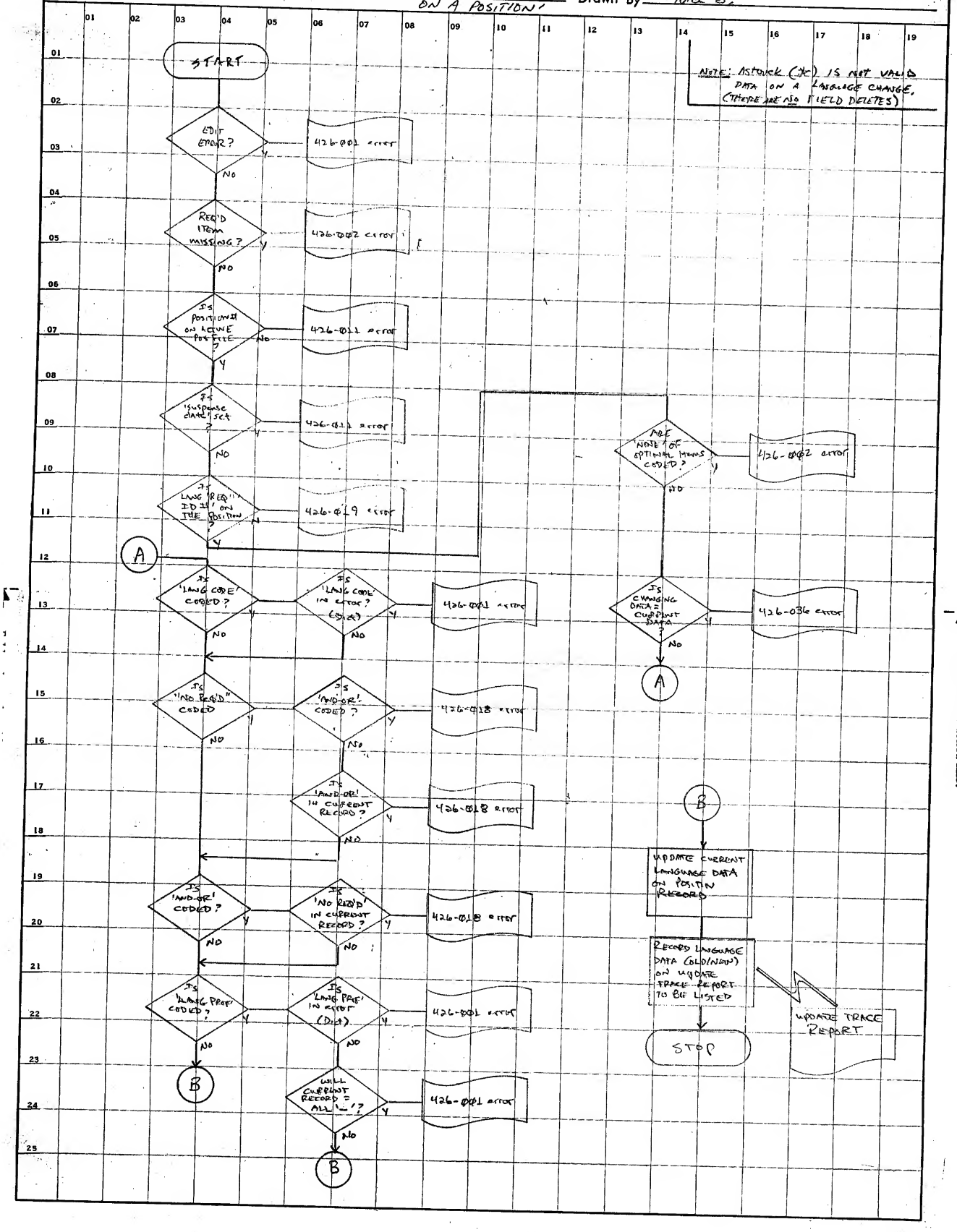
Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

IBM DIAGRAMMING AND CHARTING WORKSHEET

H4280110

Application STAFFING Date 9-2-71 Page 1 of 1

Procedure CONDITION H4280110 'CHANGE A LANGUAGE RECORD- ON A POSITION' Drawn By Nick S.



Fold under at dotted line.

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Programmer: _____ Program No.: _____ Date: _____ Page: _____

Chart ID: _____ Chart Name: _____ Program Name: _____

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Fold under at dotted line.

Fold under at dotted line.

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

DATE 14 August 72

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
H428-012C	Condition: Delete a language record (position 'active' file) DESCRIPTION: Delete a language record associated with a position on the 'active' file. RECID: M TYPE ACTION: D REF MENU H428-006M PROJECTS AFFECTED: STAFFING REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES- H428-002E Position Number Requirement ID Number EDIT ERROR YES- H428-001E OPTIONAL DATA ITEMS: None EDIT ERROR YES-

MSG. NO.

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2 DATE 6 August 1972

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	MSG. No.
	Condition: Delete a Position language record (position 'active' file)	
	PROCESSING LOGIC:	
H428-012C	A. Validate that Position Number record exists on the position 'active' file and Suspense Date is not set.	H428-007E
	B. Validate that 'Requirement ID Number' exists on the associated position record.	H428-009E
	C. Delete (purge) the language record from the position record	
	D. Record the complete deleted language record and associated position record on update "trace" report.	
	E. NOTE: Language records are <u>not</u> written to a 'history' file.	

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

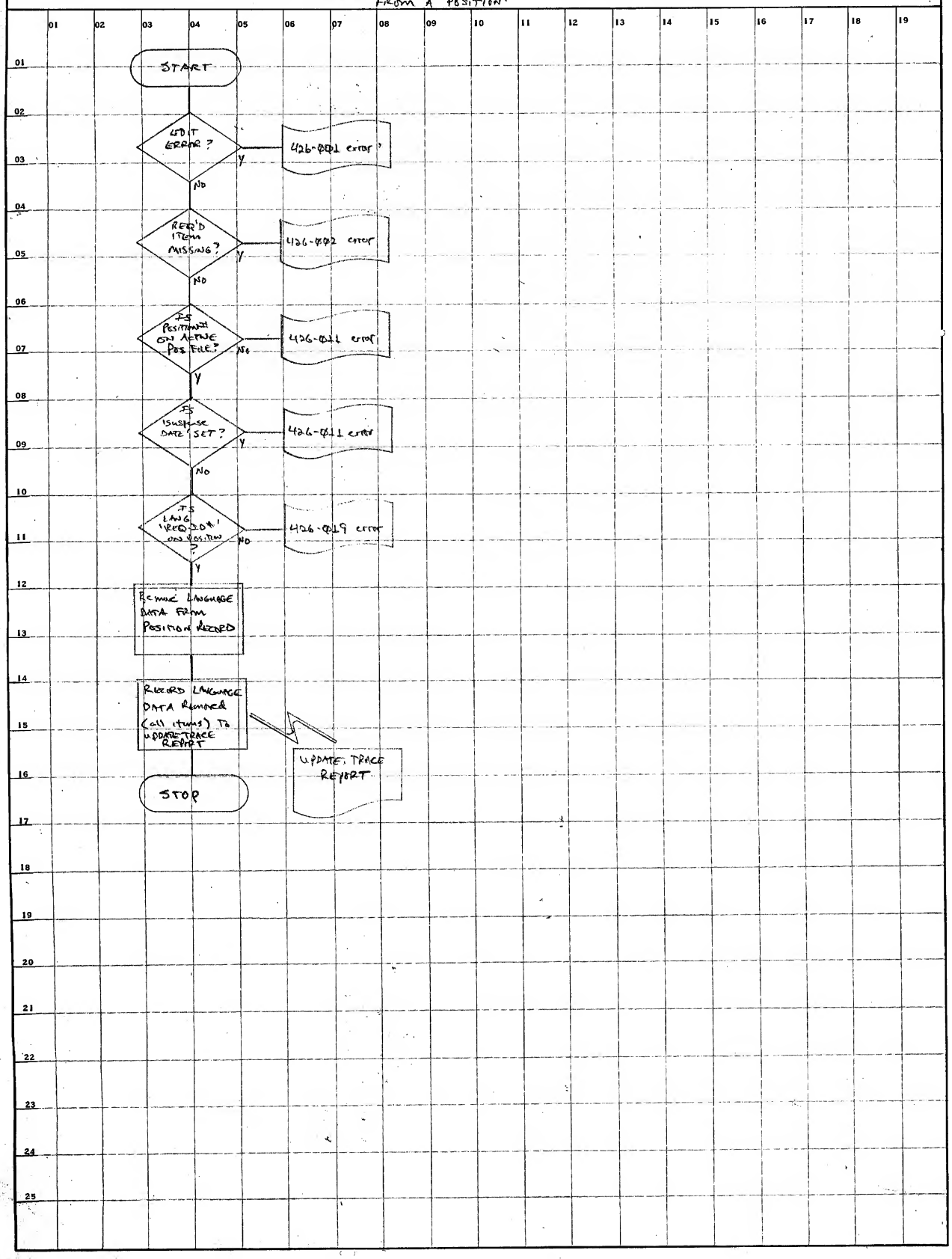
Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

IBM DIAGRAMMING AND CHARTING WORKSHEET

H4280120

Application STAFFING Date 9-2-71 Page 1 of 1

Procedure CONDITION H4280120 'DELETE A LANGUAGE RECORD FROM A POSITION' Drawn By Nick S.



Fold under at dotted line.

Fold under at dotted line.

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

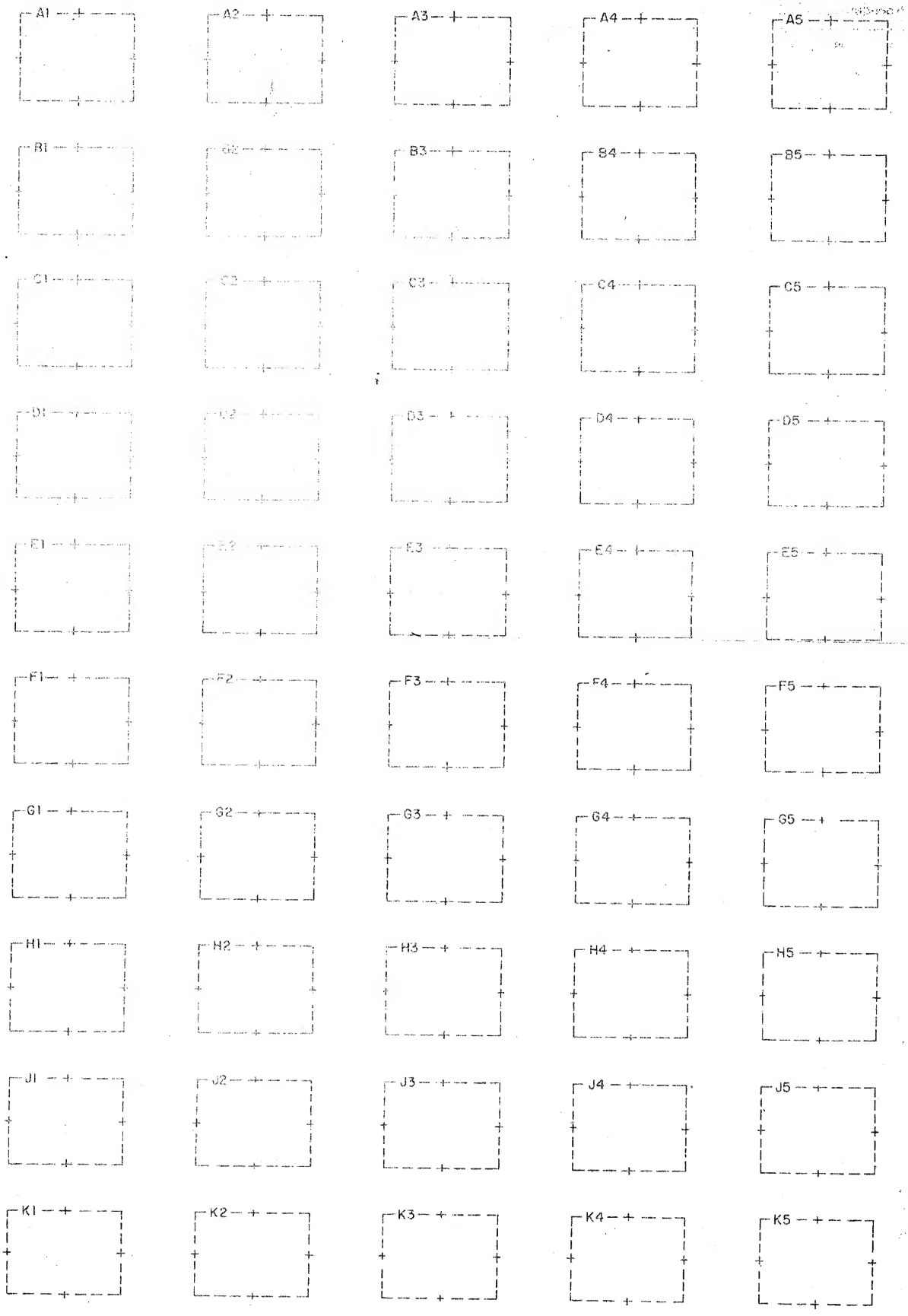
Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2

IBM Flowcharting Worksheet

Printed in U.S.A.
GX20-8021-2 U/M 050
Reprinted 12/69

Programmer: _____ Program No.: _____ Date: _____ Page: _____

Chart ID: _____ Chart Name: _____ Program Name: _____



Fold under at dotted line.

Fold under at dotted line.

Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2